

## **Statewide Image Users Group**

**DATE: 8/15/07**

**Time 9:00AM**

**LOCATION: 100 N. 15<sup>th</sup> Ave. Rm 303**

### **AGENDA:**

Christi Black - GITA	1. Introductions
Patrick Quain – ADOA	2. Best Practices & Guidelines
Roundtable - All	3. Prioritize Goals
John Harrell - ADOA	4. ADOA update
Roundtable - All	5. Other issues

### **Meeting Minutes**

1. Christi Black opened the meeting with a round of introductions.  
XX agencies were represented.

2. Patrick Quain from ADOA advised that they have partnered with the Office of Efficiency Review, ASLPR and GITA to establish the Statewide Image Users Group. This effort has the support of the Governor. ADOA is also seeking funding from the legislature.

3. Christi Black led a discussion surrounding the goals of the user's group. Then all attendees selected the five goals that were most important to them.

#### **Discussion Points:**

Clarify imaging-related processes and/or enhancements based on the complexity of the project

Where and How to start an imaging project, the recommendation was to have a cookbook of processes and resources

Continuity could be:

- Internal to an agency or department
- Batch
- Legacy

Create a Presentation/Education repository should contain the following:

- Sales & vendor information
- Specific needs and solutions for the state
- Information easily accessed on a website

Measurable results/products

- How can success be determined?

- Cost/Benefits for the state
- How are the records used?

A recommendation was to invite the American Records Mgmt Assoc. to speak to the user's group.

*Based on the responses received from this group the TOP 5 GOALS are:*

1. *Best Practices*
2. *Clarity Imaging-related processes*
3. *Document where and how to start an imaging project*
4. *Improve communication – centralized location for imaging documents*
5. *Measurable results*

4. John Harrell from ADOA is moving forward and several Project Managers are scheduled to attend the State of AZ Project Management Certification training program in the near future. Currently they are working with several agencies that are starting to implement Document Imaging projects.

When you or someone in your agency is ready to begin implementing a document imaging system please arrange a consultation with ADOA staff:

John Harrell, 602.52.8145 or Lori Massegee 602.542.1422

#### 5. General Comments

Richard Moses-Pearce discussed the following items:

- Would like to establish a sub-committee to review documents for ASLPR
- Historical documents typically cover the range of 10 – 20 years

Stacy Ingalls from State Procurement has requested a list of needs from this group. Currently they are working on an RFP for document imaging services. She asked the question, "What do you want the Document Imaging supplier to do for you?"

**Next Meeting** will be held on September 19<sup>th</sup>, room 303 from 9:00am to 10:00am